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ABSTRACT

Information and examples concerning parliamentary procedures are presented in this instructional manual written for Wisconsin Future Farmers of America (FFA) members and FFA parliamentary procedure teams. Topics include the following: secretary minutes (bylaws, officers, quorum, order of business, meeting and session, introducing business, assignment of the floor, methods of voting, and general consent); classification of motions (main motion, subsidiary motions, privileged motions, incidental motions, and motions that bring a question again before the assembly); main motions; subsidiary motions (postpone indefinitely, amend, refer, postpone to a certain time, limit or extend limits of debate, previous question, and lay on the table); privileged motions (call for the orders of the day, raise a question of privilege, recess, adjourn, and fix the time to which to adjourn); incidental motions (point of order, appeal, suspend the rules, object to the consideration of question, division of questions, division of assembly, methods of voting, nominations, parliamentary inquiry, and point of information); and motions that bring something previously adopted). A glossary of terms concludes the manual. (JH)

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PARLIAMENTARY PROCEDURE

for the

FFA MEMBER

ED171967

Prepared by

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SALIENT POINTS OF MOTIONS

I. RANKING MOTIONS (in order of precedence)	S	D	A	VOTE
A. Privileged Motions				
1. Fix the time to which to adjourn	Y	N	t	M
2. Adjourn	Y	N	N	M
3. Recess	Y	N	t	M
4. Raise a question of privilege	N	N	N	N
5. Call for the orders of the day	N	N	N	N
B. Subsidiary Motions				
1. Lay on the table	Y	N	N	M
2. Previous question	Y	N	N	2/3
3. Limit or extend limits of debate	Y	N	Y	2/3
4. Postpone to a certain time	Y	Y	Y	M
5. Refer	Y	Y	Y	M
6. Amend	Y	d	Y	M
7. Postpone indefinitely	Y	Y	N	M
C. Main Motions				
1. Main (includes ratify and some other motions when no business is pending)	Y	Y	Y	M

II. NON-RANKING MOTIONS				
A. Incidental Motions				
1. Point of order	N	N	N	N
2. Appeal	Y	d	N	M
3. Suspend the rules	Y	N	N	ab
4. Object to the consideration of a question	N	N	N	2/3
5. Division of a question	Y	N	Y	M
6. Division of the assembly	N	N	N	N
7. Method of nomination or voting	Y	N	Y	M
8. Nominations	N	Y	N	N
9. Point of information	N	N	N	N
10. Parliamentary inquiry	N	N	N	N
B. Motions That Bring A Question Again Before The Assembly				
1. Take from the table	Y	N	N	M
2. Reconsider	Y	d	N	M
3. Rescind and amend something previously adopted	Y	Y	Y	abc

KEY: S - Seconded D - Debatable A - Amendable Y - Yes N - No

t Amendable to time only.

d Debatable if the pending question is debatable (appeal has some exceptions).

ab Suspend the rules: majority for standing rules, 2/3 vote for rules of order.

abc Rescind and amend something previously adopted: majority with previous notice, 2/3 without previous notice, or majority of entire membership.

INTRODUCTION

This instructional manual was written for Wisconsin FFA members and FFA parliamentary procedure teams. Anything in this handbook can be requested of you in a contest. (The secretary is the only person expected to be knowledgeable of the secretary's minutes.) Questions and abilities for the contest will come from this handbook, but nothing will be expected of you concerning knowledge of parliamentary procedure that is not in this handbook.

If you do not understand something in this handbook or if questions are raised on a subject, note the reference numbers associated with the statement (in parenthesis) that will refer you to the correct page in Robert's Rules of Order Newly Revised (RONR).

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SECRETARY'S MINUTES

In a contest, upon completion of the demonstration and questions, the secretary will give the minutes to the judges. The judges will score the minutes on their format and readability. The secretary will read the minutes in the event of a tie. The format is:

The regular meeting of the (chapter) FFA Parliamentary Procedure Team was held on (day), (date), at (time), at (place). The secretary and chairman were present.

(Using a separate paragraph for each item of business, note the chairman, record the motions, who made them, that they were seconded, and the result of the vote.)

Chairman Joe.

Tom moved that the chapter purchase a pickup truck. Seconded. Don amended by adding the words: "not to exceed $2000". Seconded. Amendment carried. Motion as amended carried, that chapter purchase a pickup truck not to exceed $2000.

Chairman Don.

Mary moved that the chapter donate $20 to the March of Dimes. Seconded. Joe moved to recess for five minutes. Seconded. Meeting recessed---Meeting was called back to order and discussion resumed on motion to donate $20 to the March of Dimes. Tom moved to postpone indefinitely. Seconded. Motion adopted. Motion to donate $20 to the March of Dimes is postponed indefinitely.

(three more items of business)

Dale moved to adjourn. Seconded. Motion adopted. The meeting adjourned at 5:50 p.m.

Paul Bojab, Secretary

(minutes on 389-392 of RONR)

BYLAWS

Every organization should have a set of adopted bylaws (bylaws is meant to include constitution and bylaws in this reading). Bylaws are the fundamental rules or laws of an organization. In the bylaws, organizations adopt a parliamentary authority (10,11). The FFA has adopted as its parliamentary authority, Robert's Rules of Order Newly Revised.

Parliamentary procedure are the rules used by an organization to conduct its meetings. Parliamentary procedure's purpose is to expedite business, maintain order, and ensure justice and equality.

OFFICERS

The minumum essential officers for conducting business in a meeting are the presiding officer (chairman), who conducts the meeting and sees that the rules are observed, and the secretary, who makes a written record--called the minutes--of what is done in the meeting (17).

The presiding officer has a gavel as a symbol of authority. The chair should use the gavel with discretion. The meeting is adjourned by a single tap of the gavel (207). The FFA uses two taps of the gavel to open the meeting. This is not in RONR, but will be part of the accepted procedure in an FFA contest.

QUORUM

A meeting should not take place unless a quorum is present. A quorum is the minimum number of members that must be present at a meeting for business to be legally transacted. If the number for a quorum is not stated in the bylaws, it is assumed to be a majority of the total members of the organization (16,17).

ORDER OF BUSINESS

Before a meeting, an agenda should be prepared. An agenda is an outline of the order of business which is to come before the group that is meeting. A typical order of business includes:

1. Call to order.
2. Reading and Approval of Minutes
3. Reports of Officers and Committees.
4. Unfinished Business.
5. New Business.
6. Adjournment.

(Items not pertaining to FFA regular meetings have been omitted)(20,21).

MEETING AND SESSION

When the members of your chapter get together to transact business, this single official gathering constitutes a meeting. A session is a meeting or series of connected meetings devoted to a single agenda. So, in the case of your chapter, a meeting is probably a session also. The FFA State Convention is a session which consists of several separate but connected meetings dealing with a single agenda.

INTRODUCING BUSINESS

All business is introduced to the assembly by means of a motion. A motion is a formal proposal that certain action be taken (22). Motions are classified as main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly (48).

The main motion brings business before the assembly. The necessary steps to obtain action on a main motion include:

1. A member rises and addresses the Chair, "Mr. (or Madam) Chairman."
2. The chair recognizes the member and assigns him the floor by calling his name.
3. The member introduces the motion by saying, "I move that,...".
4. Another member (without rising or being recognized) says, "I second the motion" or "I second it."
5. The chair states the motion by saying, "It has been moved and seconded that,...". (In a contest, you must also state whether it is debatable, amendable, and the vote required, at least for the first main motion.)
6. The chair opens the motion for discussion by saying, "Is there any discussion?" or "The motion is now open for discussion" or "Are you ready for the question?" etc.
7. The chair puts the question (takes the vote) by repeating the motion, having those in favor say, "aye", and those opposed say, "no".
8. The chair announces the result of the vote:

"The ayes have it, and the motion is carried" or "The noes have it, and the motion is lost". (27-39)

Before a member can make a motion or speak in debate, he must obtain the floor, that is, he must be recognized by the chair as having exclusive right to speak at that time. (23)

After the motion is made, another member seconds the motion without obtaining the floor, and in small assemblies, without rising. If no member seconds the motion, the chair normally asks, "Is there a second to the motion?" If there is still no second, the chair says something to the effect of "Since there is no second, the motion will not be considered." A second implies that the seconder agrees that the motion should come before the assembly and not that he necessarily favors the motion. Its purpose is to prevent wasting the assembly's time on a motion that only one person wants to have introduced (28-29).

ASSIGNMENT OF THE FLOOR

During discussion, certain members have preference in recognition over others.

1. The member who made the motion is recognized first when discussion is opened.

2. Any member who has not yet spoken on the motion has preference over anyone who has participated in the discussion.

3. The chair should let the floor alternate between those favoring and those opposing the motion, in cases where (1) and (2) do not determine who should be recognized (25).

Discussion is required to be germane to the question being considered, that is, discussion must be closely related to or have a direct bearing on the pending question (331). Members are allowed two ten-minute speeches on the same motion on the same day (except for the motion to appeal)(35). This limit can be changed by a motion to limit or extend limits of debate (this motion will be discussed later)(163).

The chair must remain impartial, so if the chair wishes to debate he must relinquish the chair to the vice president or the assembly must select a temporary presiding officer. The chairman does not resume the chair until the question has been disposed of (333-334). The maker of the motion is not allowed to debate against his own motion, but he may vote against his own motion because of information brought out in debate (332).

METHODS OF VOTING

Different kinds of votes are taken for different situations. A majority vote is a basic requirement to approve of an action (339).

1. A majority vote is defined as more than half of the votes cast (399).

2. A two-thirds vote is defined as at least two of every three votes cast (340).

3. A plurality vote is the largest number of votes given to any of the choices when three or more choices are possible (343).

The methods of voting are:

1) voice vote: the regular method of voting on any motion that does not require more than a majority for its adoption.

2) rising vote: the regular method of voting on motions requiring a two-thirds vote of adoption. It is not required to count the number of members that voted on each side. (The chair can take a counted vote on his own initiative or the assembly can order it by a majority vote.)

3) show of hands: in very small assemblies a show of hands can be used in place of a rising or voice vote.

4) ballot: the member votes secretly by writing his vote on a slip of paper called a ballot.

5) roll call: has the effect of placing on record how each member votes as their name is called (346-347).

GENERAL CONSENT

In cases where there seems to be no opposition in routine business or motions of little importance, time can be saved through the use of general consent (also called unanimous consent), where the chair would say, "If there is no objection,..." If no member calls out, "I object," the chair announces that since there is no objection, the action will be carried out. If a member does object, the question must be considered as a formal motion and voted on by one of the methods described above (44-45).

The presiding officer is entitled to vote if the vote is by ballot and in any situation where his vote will change the results. For example, if a motion requiring a majority vote is going to pass by one vote, the chair can vote in the negative causing a tie, so the motion will fail. If the vote ended in a tie, the motion will fail unless the chair votes in the affirmative, resulting in a majority vote. In no case may the presiding officer vote more than once (343).

CLASSIFICATION OF MOTIONS

A motion is a formal proposal that the assembly take certain action (48). Motions are classified as follows: (also refer to page one entitled, "SALIENT POINTS OF MOTIONS")

MAIN MOTION - A main motion is a motion whose introduction brings business before the assembly. It ranks lowest in the order of precedence of motions, so it cannot be made when another motion is pending (being considered) (52). The necessary steps in handling a main motion were discussed on page five of this manual.

SUBSIDIARY MOTIONS - Subsidiary motions assist the assembly in treating or disposing of a main motion (and sometimes other motions). The subsidiary motions are (from lowest to highest rank):

1. Postpone indefinitely
2. Amend
3. Refer
4. Postpone to a certain time
5. Limit or extend limits of debate
6. Previous question
7. Lay on the table

The rank of the subsidiary motions should be memorized because a subsidiary motion can only be made if it outranks the motions that are already pending. For example, if a main motion and a motion to postpone to a certain time are pending, the motion to postpone indefinitely would be out of order while the motion to lay on the table would be in order. Subsidiary motions are always applied to another motion. A subsidiary motion is in order from the time the main motion is stated by the chair until the chair begins to take a vote on the main motion (52-54).

PRIVILEGED MOTIONS - Privileged motions have no connection whatsoever with the motion before the assembly but are of such immediate, overriding importance that they are allowed to interrupt the consideration of anything else. The privileged motions are (from lowest to highest):

1. Call for the orders of the day
2. Raise a question of privilege
3. Recess
4. Adjourn
5. Fix the time to which to adjourn

Fix the time to which to adjourn is the highest ranking motion (56-58).

The main, subsidiary, and privileged motions make up the ranking motions. On page one entitled, "SALIENT POINTS OF MOTIONS", ranking motions are on the top half of the sheet. Starting with the main motion and moving up the list through the subsidiary and privileged motions, each motion outranks (takes precedence over) every motion below it. It would be possible, therefore, to have all thirteen ranking motions pending at once if they were moved in the proper order starting with the main motion and working up to fix the time to which to adjourn (56-58). When more than one motion is pending, the last motion stated by the chair is voted on first (51).

INCIDENTAL MOTIONS - Incidental motions relate to the business at hand and usually arise out of the pending motion. Generally, incidental motions are related to the main question in such a way that they must be decided before business can proceed. They have no rank or order of precedence. Each incidental motion is applicable only in special circumstances or special circumstances or special situations (58-59). The incidental motions are listed on page one entitled, "SALIENT POINTS OF MOTION".

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY - This group of motions enables the assembly to consider again questions that have previously been considered. These motions have no rank. They can only be made while no other motion is pending (64-65). These motions are listed on page one entitled, "SALIENT POINTS OF MOTIONS".

SALIENT POINTS

On the following pages, each motion will be individually described in detail including the purpose that each motion is used for, an example using correct terminology, and the basic descriptive characteristics of the motion. These basic descriptive characteristics, called salient points, include whether a second is required, whether the motion is debatable or amendable, and the vote required to adopt the motion.

Also often mentioned is whether the motion can interrupt the speaker and whether the motion can be reconsidered. It will suffice for you to know this general rule: A member can only interrupt a speaker to make a motion that doesn't require a second. For example, a point of order can interrupt a speaker because it does not require a second, while a motion to adjourn cannot interrupt a speaker because it requires a second. About one-half of all the motions can be reconsidered, but for the purpose of the FFA contest, you need only know that a main motion can be reconsidered.

MAIN MOTION

Main Motion is a motion whose introduction brings business before the assembly (82).

Requires a second.
Debatable.
Amendable.
Requires a majority vote (85).

Can only be moved when no other motion is pending (being considered)(82).

If the main motion is long or complex or in the form of a resolution (motion beginning with words, "Resolved,...") it should be submitted in writing (87).

The motion to ratify is a main motion. Ratify is a motion to approve action already taken by a member of group of members without the consent of the chapter. Examples include action taken at a meeting where a quorum wasn't present or chapter officers or other members taking action that wasn't approved at a meeting (103).

If a main motion fails, it can be moved again at the next session (286).

Example:
(while no business is pending)

Member: "Mr. Chairman, (recognized) I move that our chapter sponsor a dance."
Member: "I second the motion."

Chair: "It has been moved and seconded that our chapter sponsor a dance. This is debatable, amendable, and requires a majority vote (only necessary to state salient points of main motion the first time it appears). The motion is now open for discussion."

(discussion)

Chair: "All those in favor of the motion that we sponsor a dance say 'aye'--- those opposed say 'no'---. The ayes (noes) have it, motion adopted (lost), so we will (will not) sponsor a dance."

SUBSIDIARY MOTIONS

Postpone Indefinitely is an indirect rejection of the main motion. Its adoption kills the main motion (at least for the session) just as if the main motion had been voted down. It avoids a direct vote on the main motion. It is used if it would appear too harsh to reject or defeat the main motion by a direct vote (105).

Requires a second.
Debatable.
Not amendable.
Requires a majority vote (106).

Is in order during discussion of the main motion (105).

If the motion to postpone indefinitely, fails, discussion continues on the main motion (108).

Example:

(while no business is pending)

Member: "Mr. Chairman, (recognized) I move that our chapter sponsor a dance."

Member: "I second the motion."

Chair: "It has been moved and seconded that our chapter sponsor a dance. This is debatable, amendable, and requires a majority vote (only necessary to state salient points of main motion the first time it appears). The motion is now open for discussion."

(during discussion of main motion)

Member: "Mr. Chairman, (recognized) I move that this motion be postponed indefinitely.

Member: "I second it."

Chair: "It has been moved and seconded that the motion be postponed indefinitely. This is debatable, not amendable, and requires a majority vote. Is there any discussion?"

(discussion)

Chair: "All those in favor of the motion being postponed indefinitely say 'aye' --- those opposed say 'no' ---. The ayes have it, the motion is adopted, and the motion to sponsor a dance is postponed indefinitely."

Amend is a motion to modify the wording of a motion by changing the wording of a motion before a vote is taken on it (108). Three basic methods of amending are: by adding or inserting words,
by striking out words,
by striking out and inserting words
(112)

Requires a second.
Debatable if the motion being amended is debatable.
Amendable.
Requires a majority vote (111-112).

Is in order during discussion of the motion (or after it has been stated by the chair, until the chair begins to take the vote)(54).

Amend can be applied to any motion that is amendable. Amendments can be made to the second degree, meaning that the motion can be amended and the amendment can also be amended. The motion last stated by the chair is voted on first. The chairman would first vote on the second degree amendment, then on the first degree amendment (as amended), then on the motion (as amended to the second degree)(110).

The way a member votes on an amendment does not require him to vote a particular way on the motion as amended (109).

Example:

(during discussion of a debatable motion)

Member: "Mr. Chairman (recognized) I move to amend the motion by adding the words, 'in the high school gym', so the motion would read that we sponsor a dance in the high school gym."

Member: "I second the motion."

Chair: "It has been moved and seconded to amend the motion by adding the words, 'in the gym', to the motion. The motion to amend is debatable, amendable, and requires a majority vote. Is there any discussion on the amendment that we add the words 'in the high school gym' to the motion."

(discussion on the amendment)

Chair: "All those in favor of adding the words, 'in the high school gym' to the motion say 'aye' --- those opposed say 'no' ---. The 'ayes' have it, and the amendment is adopted. Are you ready for the question on the motion as amended that we sponsor a dance in the high school gym?"

(discussion on motion as amended)

Chair: "All those in favor of sponsoring a dance in the high school gym say 'aye' --- those opposed say, 'no' ---. The 'ayes' have it, motion adopted. We will sponsor a dance in the high school gym."

Example: Amendment to second degree

(during discussion of a debatable motion)

Member: "Mr. Chairman, (recognized) I move to amend the motion by adding the words 'in the high school gym', so the motion would read that we sponsor a dance in the high school gym."

Member: "I second the motion."

Chair: "It has been moved and seconded to amend the motion by adding the words 'in the gym' to the motion. The motion to amend is debatable, amendable, and requires a majority vote. Is there any discussion on the amendment that we add the words 'in the high school gym' to the motion."

(discussion on the amendment)

Member: "Mr. Chairman, (recognized) I move to amend the amendment by striking out 'gym' and inserting the word 'park'."

Member: "I second it."

Chair: "It has been moved and seconded to amend the amendment by striking out 'gym' and inserting the word 'park'. This motion to amend is debatable, not amendable, and requires a majority vote. Is there any discussion?"

(discussion on amendment to replace 'gym' with 'park')

Chair: "The question before us is whether to amend the amendment by striking out the word 'gym' and inserting the word 'park'. All in favor say, 'aye' --- those opposed say 'no' ---. The 'ayes' have it and the motion is adopted. The word 'park' will replace the word 'gym'. Is there any further discussion on the amendment to add the words 'in the park' to the motion?"

(discussion on amendment as amended)

Chair: "All those in favor of adding the words 'in the park' to the motion that we sponsor a dance, say, 'aye' --- those opposed say, 'no' ---. The 'ayes' have it, motion carried. Discussion is now in order on the amended motion to sponsor a dance in the park."

(discussion on motion as amended)

Chair: "All those in favor of sponsoring a dance in the high school park say, 'aye' --- those opposed say, 'no' ---. The 'ayes' have it, motion adopted. We will sponsor a dance in the high school park."

Example of nondebatable amendment:

(during discussion on main motion)

Member: "Mr. Chairman, (recognized) I move to recess for ten minutes.

Member: "I second it."

Chair: "It has been moved and seconded to recess for ten minutes. This motion is not debatable, is amendable to time, and requires a majority vote. If there are no amendments," (pause)(or "Are there any amendments as to time?")."

Member: "Mr. Chairman, (recognized) I move to amend by striking out the word 'ten' and inserting the word 'five', so the motion would read to recess for five minutes."

Member: "I second the motion."

Chair: "It has been moved and seconded to amend by striking "ten" and inserting "five". This is not debatable, is amendable, and requires a majority vote. If there are no amendments (pause), we will proceed to vote. All those in favor of striking 'ten' and inserting 'five' say, 'aye' --- those opposed say, 'no' ---. The 'ayes' have it, motion adopted. The word 'ten'

will be struck and the word 'five be inserted. If there are no further amendments (pause), we will proceed to vote. All those in favor of taking a recess for five minutes say, 'aye' --- those opposed to taking a recess for five minutes say, 'no' ---. The 'ayes' have it. We will recess for five minutes."

Refer is a motion to send the pending motion to a small group for investigation or action (140).

Requires a second.
Debatable.
Amendable.
Requires a majority vote (143).

Is in order during discussion of the main motion (142).

If an amendment to the main motion is also pending, the amendment also goes to the committee (151).

The motion should designate the committee to which the motion should be referred. It may be referred to a standing committee (permanent committees that perform continuing functions for the life of the organization (408) or to a special committee (also called an ad hoc committee). A special committee is dissolved after it has completed its task (409). A member may wish to refer the motion to have a dance to a standing committee, such as the Recreation Committee, or to a special committee by including individual members in the motion to form a committee to do the task. i.e. a committee of Tom, Dale, and Joe to organize a dance. (144).

Example:

(during discussion of main motion)

Member: "Mr. Chairman, (recognized) I move to refer this motion to the Recreation Committee."

Member: "I second it."

Chair: "It has been moved and seconded that the motion to sponsor a dance be referred to the Recreation Committee. This motion is debatable, amendable, and requires a majority vote. Is there any discussion?"

(discussion on motion to refer)

Chair: "All those in favor of referring to the Recreation Committee the motion to sponsor a dance, say, "aye" --- those opposed say, "no" ---. The "ayes" have it, motion is adopted. The motion to sponsor a dance is referred to the Recreation Committee."

When no motion is pending, a motion to refer a task to a committee is a main motion. For example, "I move that the Recreation Committee organize a dance" can be made when no business is pending (141). In an FFA contest, members are to demonstrate the subsidiary motion to refer unless specifically stated to demonstrate a main motion to refer (ie Ability: main motion Business: Recreation Committee organize a dance).

Postpone to a Certain Time (also called postpone definitely or just postpone) is a motion used to defer action on the pending motion to a definite day, meeting, or until after a certain event. (150)

Requires a second.
Debatable.
Amendable.
Requires a majority vote (152-153).

A motion can be postponed to later in the same meeting and (because your chapter has a meeting at least quarterly) a motion can be postponed to the next regular session (153).

When a main motion is postponed, all adhering (attached) motions are postponed along with the main motion. Adhering motions in this case may include postpone indefinitely, amend, and refer (151).

Example:

(during discussion of main motion)

Member: "Mr. Chairman. (recognized) I move to postpone the motion to our next meeting."

Member: "I second it."

Chair: "It has been moved and seconded that the motion that we sponsor a dance be postponed until the next meeting. This motion is debatable, amendable, and requires a majority vote. This motion is now open for discussion."

(discussion on motion to postpone)

Chair: "All those in favor of postponing to our next meeting the motion to sponsor a dance say, 'aye' --- those opposed say, 'no' ---. The 'ayes' have it, the motion is adopted. The motion that we sponsor a dance is postponed until the next meeting."

Limit or Extend Limits of Debate is a motion to modify the limits of debate (160).

Unless the assembly has a special rule stating otherwise, a member can speak no longer than ten minutes at a time and can speak no more than twice on the same motion on the same day (328-329).

Debate can be limited by:

1) limiting the number or length of speeches, or
2) limiting debate to a certain later time or for a specified (maximum) length of time (161).

Limits of debate can be extended by allowing more or longer speeches then under the regular rules (161).

Requires a second.
Not debatable.
Amendable.
Requires a two-thirds vote (162).

When a motion needs a two-thirds vote to pass, the chair should take a rising vote (or in very small assemblies he can take a two-thirds vote by a show of hands, if no one objects (340). As mentioned earlier, the vote does not have to be counted, but if the vote appears close the chair can take a counted vote at his own initiative or it can be ordered by the assembly by a majority vote (346-347).

Example:

(during discussion of motion)

Member: "Mr. Chairman, (recognized) I move to limit debate to one speech per person."

Member: "I second it."

Chair: "It has moved and seconded to limit debate to one speech per person. This motion is not debatable,

is amendable, and requires a two-thirds vote. Are there any amendments? --- Hearing none, we will proceed to vote. As many as are in favor of limiting debate to one speech per person will rise --- be seated. As many as are opposed to limiting debate will rise --- be seated. There are two-thirds in the affirmative and the motion is adopted. Debate is limited to one speech per person. Are you ready for the question on the motion that the chapter sponsor a dance?"

(discussion on main motion)

(Chair puts main motion to a vote and announces result.)

Previous Question is a motion to immediately close debate and prevent the making of any other subsidiary motion except lay on the table (166).

Requires a second.
Not debatable.
Not amendable.
Requires a two-thirds vote (169).

Previous question can be applied to amendable motions that are not debatable for the purpose of stopping amendments (168).

If the vote on the previous question is lost, discussion continues on the motion (169).

Example:

(during discussion of main motion)

Member: "Mr. Chairman, (recognized) I call for the previous question.

Member: "I second it."

Chair: "It has been moved and seconded to call for the previous question. This is not debatable, not amendable, and requires a two-thirds vote. All those in favor of calling for the previous question, please rise --- Be seated. All those

opposed, please rise --- Be seated. There are two-thirds in the affirmative and the motion to call for the previous question carries; we will vote immediately. The motion before us is that the chapter sponsor a dance. Those in favor say, 'aye' --- those opposed say 'no' ---. The ayes have it. The chapter will sponsor a dance."

Lay on the Table is a motion that enables the assembly to set the pending motion aside temporarily in order to consider more urgent business (177).

Requires a second.
Not debatable.
Not amendable.
Requires a majority vote (179).

If the motion to lay on the table is adopted when other subsidiary motions are adhering to the main motion, the adhering motions are also laid on the table, with some exceptions (178).

After a motion is laid on the table, it can be considered again by adopting the motion to take from the table. A motion can be taken from the table after there has been progress in business. A motion that has been laid on the table must be taken from the table at the same session or (because your chapter has meetings at least quarterly) at the following session or else the motion on the table dies. If a motion on the table dies, it can be brought up again as a new main motion (253).

Example:

Member: "Mr. Chairman, (recognized) I move that the motion to sponsor a dance be laid on the table."

Member: "Second."

Chair: "It has been moved and seconded that we lay on the table the motion to sponsor a dance: The motion is not debatable, not amendable, and requires a majority vote. Those in favor of laying this motion on the table say,

'aye' --- those opposed say, 'no' ---. The 'ayes' have it. The motion that the chapter sponsor a dance is laid on the table."

PRIVILEGED MOTIONS

Call for the Orders of the Day is a motion by which a member can require the assembly to conform to the adopted agenda or order of business (186).

No second.
Not debatable.
Not amendable.
No vote -- the adopted orders of the day must be carried out at the request of a single member, unless there is a two-thirds vote to suspend the rules and consider an item out of its proper order (187-188).

Call for the orders of the day is in order as soon as it is evident that deviation from the adopted agenda or order of business is occuring. It is only in order when no motion is pending (there is an exception to this), so a member must call for the orders of the day before the wrong motion is stated by the chair, otherwise, the orders of the day cannot be called for until the business is disposed of (188).

Example:

Member: "Mr. Chairman, (recognized) I move that our chapter purchase a gavel."

Member: "Mr. Chairman, I call for the orders of the day."

Chair: "The orders of the day have been called for. This motion does not require a second, is not debatable, not amendable, and requires no vote. According to the agenda we should be considering a motion to sponsor a dance. Is there a motion to that effect?"

Member: "Mr. Chairman, (recognized) I move that our chapter sponsor a dance."

Member: "I second it."

Chair: "It has been moved and seconded that ...."

Raise a Question of Privilege is a motion that permits a request relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency (191).

No second.
Not debatable.
Not amendable.
Not vote -- is ruled upon by the chair (193).

Is in order when a motion is pending and can interrupt the pending motion if it is urgent (192).

Questions or privilege may arise from discomfort of members due to heating, lighting, noise, conduct of officers or members, etc. (193).
Example:
(during discussion of a main motion)

Member: "Mr. Chairman, I rise to a question of privilege."

Chair: "State your question."

Member: "The room is too hot. Could the window please be opened?"

Chair: "Will the Sentinel please open the window. To raise a question of privilege doesn't need a second, is not debatable, not amendable, and requires n vote. Is there any further discussion on the motion that the chapter sponsor a dance?"

(discussion on the main motion)

Chair: "All those in favor of the chapter sponsoring a dance say, 'aye' --- those opposed say, 'no' ---. The 'ayes' have it. The chapter will sponsor a dance."

Questions of privilege can also be introduced when no business is pending. It can be a simple request or a formal main motion that requires a second, debatable, amendable, and requires a majority vote. For example, "I move that the windows be opened," made while no business is pending is a main motion not a privileged motion (192). In a contest, FFA members are to demonstrate the privileged motion to raise a question of privilege unless specifically stated to demonstrate a main motion that is a question of privilege.

Recess is a motion that the assembly take a short intermission in the meeting (196).

A recess does not close the meeting. Business resumes at the point where it was interrupted by the recess (197)

Requires a second.
Not debatable.
Amendable as to time.
Requires a majority vote (198).

Is in order when another motion is pending (197).
Example:
(during discussion of main motion)

Member: "Mr. Chairman, (recognized) I move to recess for ten minutes."
Member: "I second it."
Chair: "It has been moved and seconded to recess for ten minutes. This is not debatable, amendable to time only, and requires a majority vote. If there are no amendments to time, we will proceed to vote (pause). Those in favor of a ten minute recess say, 'aye' --- those opposed say, 'no' ---. The 'ayes' have it, motion carried. This meeting is now recessed for ten minutes. --- This meeting will come back to order. Before we recessed we were discussing the motion that we sponsor a dance. Is there any further discussion?"
(discussion and vote on main motion)

A motion to recess that is made when no business is pending is a main motion, not a privileged motion. It requires a second, is debatable, amendable, and requires a majority vote just as any other main motion. (197) In a contest, FFA members are to demonstrate the privileged motion to recess unless specically instructed to demonstrate a main motion to recess (ie Ability: Main Motion Business: Take a recess).

Adjourn is a motion to close the meeting. The motion to adjourn is a motion to close the meeting immediately (199).

Requires a second.
Not debatable.
Not amendable.
Majority vote (202).

Is in order at any time except when the assembly is in the process of voting. Even when no motion is pending, the motion to adjourn immediately is a privileged motion, meaning it is still not debatable nor amendable (there are some rare exceptions to this)(199).

If the motion to adjourn is lost, it can be renewed as soon as there has been progress in business or debate. Repeated motions to adjourn may become an abuse of this privilege, and the chairman should not recognize the member (205). This would be an example of a dilatory motion (200).

While the motion to adjourn is pending, or after the assembly has voted to adjourn, it is still in order to make important announcements or fix the time to which to adjourn (204). The meeting is not adjourned until the chair declares the meeting adjourned (205).

Business on the agenda that was not fully considered is taken up the next meeting under unfinished business (202).

Adjournment is signaled by a single tap of the gavel (207).

Example:
(during discussion of main motion)

Member: "Mr. Chairman, (recognized) I move to adjourn."
Member: "I second it."
Chair: "It has been moved and seconded to adjourn. This motion is not debatable, not amendable, and requires a majority vote. Those in favor of the motion to

adjourn say 'aye' --- those opposed say, 'no' ---. The 'ayes' have it. This meeting is adjourned." (one tap of the gavel)

(pause)

Chair: (two taps of the gavel) "This meeting will come to order. Our last meeting adjourned while we were discussing the motion that the chapter sponsor a dance. This motion is now open for discussion.

(discussion on the main motion)

Chair: "All those in favor of the chapter sponsoring a dance say, 'aye' --- those opposed say, 'no' ---. The 'ayes' have it. The chapter will sponsor a dance."

Fix the Time to Which to Adjourn is a motion to set the time for another meeting to continue business of the session (207).

Requires a second.
Not debatable.
Amendable to time.
Requires a majority vote (209).

The effect of this motion is to establish an adjourned meeting, that is, another meeting which is a legal continuation of the present meeting, the two meetings making up one session (209).

This is the highest ranking motion.

Example:

(during discussion of the main motion)

Member: "Mr. Chairman, (recognized) I move that when we adjourn, we adjourn to meet again tomorrow at 8 p.m."

Member: "I second the motion."

Chair: "It has been moved and seconded that when we adjourn, we adjourn to meet again tomorrow at 8 p.m. This motion is not debatable, amendable to time, and requires a majority vote. If there are no amendments to time, we will proceed to vote. If there are no amendments to time, we

will proceed to vote. (pause) Those in favor of the motion that when we adjourn, we adjourn to meet again tomorrow at 8 p.m. say 'aye' --- those opposed say, 'no' ---. The 'ayes' have it, motion carried. When we adjourn, we will adjourn to meet again tomorrow at 8 p.m. Is there any further discussion on the motion to sponsor a dance?"

(discussion on main motion)

Chair: "All those in favor of sponsoring a dance say, 'aye' --- those opposed say, 'no' ---. The ayes have it. The chapter will sponsor a dance."

When this motion is made when no business is pending, it is a main motion, debatable and amendable, and subject to all the rules of main motions (208). In a contest, FFA members are to demonstrate the privileged motion to fix the time to which to adjourn unless specifically stated to demonstrate a main motion to fix the time to which to adjourn (ie. Ability: Main Motion Business: Fix the Time to Which to Adjourn).

INCIDENTAL MOTIONS

Point of Order is the motion a member uses when the rules of the assembly are being violated. Point of order requires the chair to make a ruling and to enforce the rules (212).

No second required.
Not debatable.
Not amendable.
No vote required (214).

Point of order can be applied to any violation of the assembly's rules (213). A point of order must be made promptly after the violation occurs (215). When the chair makes a ruling on a point of order (ie "Your point is well taken" or "Your point is not well taken") this ruling is subject to an appeal (214).

Example:

Member: "Mr. Chairman, (recognized) I move that we sponsor a dance."

Member: "Second"

Chair: "It has been moved and seconded that we sponsor a dance. This is debatable, amendable, and requires a two-thirds vote. Is there any discussion?"

Member: "Mr. Chairman, I rise to a point of order."

Chair: "State your point."

Member: "A main motion requires only a majority vote, not a two-third vote."

Chair: "Your point is well taken. A point of order does not require a second, not debatable, not amendable, and requires no vote. A main motion requires only a majority vote. The motion is now open for discussion."

(discussion and vote on main motion to sponsor a dance)

Appeal is the motion used if a member disagrees with the ruling made by the chair (220). It allows the assembly to have the final determination on all matters of procedure within the organization (218).

Requires a second.
Debatable only if the pending question is debatable (with some exceptions).
Not amendable.
Requires a majority vote (to reverse the decision of the chair)(220).

An appeal can be applied only to a ruling made by the chair, not to an opinion given by the chair. The chair's ruling on a point of order is subject to an appeal (221).

When an appeal is debatable, no member can debate more than once, except the presiding officer, who is entitled to speak first in debate and also again at the close of debate. The chairman can speak on an appeal without leaving the chair (220).

The vote on an appeal is taken so the affirmative vote is in favor of the decision of the chair (222).

If the vote on an appeal results in a tie, the appeal is lost and the decision of the chair is sustained (220).

Example:

(during discussion on business)

Member: "Mr. Chairman, (recognized) I move that this motion be postponed until our next meeting."

Chair: "The Chair feels that a decision on this motion cannot be delayed, so the motion to postpone will not be acknowledged. Is there any further discussion on the main motion to sponsor a dance?"

Member: "Mr. Chairman, (recognized) I appeal from the decision of the chair."

Member: "I second the motion."

Chair: "It has been moved and seconded to appeal from the decision of the chair. This motion is debatable, not amendable, and requires a majority vote. The chair feels that this motion should be decided immediately so preparations can begin. Is there any discussion on the motion to appeal?"

(discussion on appeal)

Chair: "The chair would also like to say that we need to conduct our fund raising activities soon so the funds will be available for our other activities. Shall the decision of the chair stand as the judgement of the assembly?" Those in favor of the decision of the chair say 'aye' --- those opposed to the chair say 'no' ---. The 'noes' have it. The decision of the chair has been reversed. Is there a second to the motion to postpone to the next meeting the motion to sponsor a dance?"

(dispose of motion to postpone and main motion)

Suspend the Rules is a motion that sets aside an established rule because it interferes with something the assembly desires to do (222).

Requires a second.
Not debatable.
Not amendable (223).
Majority vote for standing rules.
Two-thirds vote for rules of order.

There are two types of rules that can be suspended. Rules of order are the rules of the assembly that relate to parliamentary procedure. Standing rules are rules of the assembly that do not relate to parliamentary procedure (ie chapter meetings will be held on the first Tuesday of the month) (225-226).

Suspend the rules can be applied to any rule of the assembly except those rules contained in the bylaws (includes constitution). Bylaws can only be suspended if there is provision in the bylaws that allows for their suspension (224).

A member can move to suspend the rules when no business is pending as well as when business is pending. In both cases, the above salient points apply (222).

If the Chair feels there would be no objection to suspending the rules, he may use general consent (226). General consent may not be used in a contest.

Example:

(during discussion on main motion)

Member: "Mr. Chairman, (recognized) I move to suspend the rule that interferes with nonmembers speaking at chapter meetings."

Member: "Second."

Chair: "It has been moved and seconded to suspend the rule that interferes with nonmembers speaking at chapter meetings. This is not debatable, not amendable, and requires a two-thirds vote. Those in favor of suspending the rules please stand --- Be seated. Those opposed to suspending the rules please stand --- Be seated. There are two-thirds in the affirmative and the rules are suspended. Nonmembers are

now allowed to speak in discussion. Is there any further discussion?"

(discussion and vote on main motion)

Object to the Consideration of a Question is the motion used if it would be undesirable for the main motion even to come before the assembly (227).

No second.
Not debatable.
Not amendable.
Requires a two-thirds vote (228).

Object to the consideration of a question can only be applied to main motions. The objection must be raised before debate has begun on the main motion and before any subsidiary motion has been stated by the chair, otherwise, it is too late to object (227).

The chair can object to the consideration of a question if he feels the motion should not be considered (228).

The vote is taken so that the affirmative are in favor of considering the motion and the negative are against considering the motion (229).

Example:

Member: "Mr. Chairman, (recognized) I move that the chapter reprimand the Treasurer for his conduct at the basketball game."

Member: "I second it."

Member: "Mr. Chairman, I object to the consideration of the question."

Chair: "An objection has been raised. This motion does not need a second, is not debatable, not amendable, and requires a two-thirds vote. Shall the question be considered. As many as are in favor of considering the question will rise --- Be seated. As many as are opposed to considering the question will rise --- Be seated. There are two-thirds opposed to considering the question, so the question will not be considered."

Division of a Question is the motion that is used to divide the main motion into two or more parts so that the parts can be considered and voted on as if they are each separate motions (230).

Each part must be able to stand independent of the other parts, meaning that it would be a proper motion even if it were the only part adopted (this motion cannot be divided: "I move that we sell fruit and use the profits to send delegates to the state convention." This motion cannot be divided because if the first part is defeated, there are not profits, so the second part would not make sense. The second part is not independent of the first part) (231).

Requires a second.
Not debatable.
Amendable.
Requires a majority vote (231).

Is in order during discussion of the motion to be divided (230).

The motion must clearly state how the main motion is to be divided (231).

Example:

(during discussion of motion to have concession stands at football games and at basketball games)

Member: "Mr. Chairman, (recognized) I move to divide the question, the first part being to have concession stands at football games, and the second part being to have concession stands at basketball games."

Member: "I second the motion."

Chair: "It has been moved and seconded to divide the question, the first part being to have concession stands at the football games, the second part being to have concession stands at basketball games. This is not debatable, is amendable, and requires a majority vote.

If there are no amendments, we will proceed to vote. (pause) Those in favor of dividing the question say, 'aye' --- those opposed to dividing the question say, 'no' ---. The ayes have it and the question is divided. If there any discussion the first part, which is to have concessions at football games."

(discussion)

Chair: "Those in favor of having concessions at football games say 'aye' --- those opposed say, 'no' ---. The 'ayes' have it, motion carried. We will have concession stands at football games. Discussion is now open on whether to have concessions at the basketball games."

(discussion)

Chair: "Those in favor of the chapter having concession stands at basketball games say, 'aye' --- those opposed say, 'no' ---. The 'noes' have it. The chapter will not have concession stands at basketball games."

Division of the Assembly is the motion used when a member doubts the results of a vote taken by voices or show of hands, and thereby requires the vote to be verified by a rising vote (237).

No second required.
Not debatable.
Not amendable.
No vote required -- a single member can demand a division of the assembly (238).
Is in order after a vote and until the next motion has been stated by the chair (237-238).

When a member calls for a division of the assembly, the chair immediately takes the vote again by a rising vote. This vote by rising does not have to be a counted vote. The chair can take a counted vote if he wishes, or the assembly can order it by a majority vote (238).

If the chair is not certain of the result of a vote, he may retake the vote by rising on his own accord (238).

Example:

(the chair is just announcing the vote on the main motion)

Chair: "..., motion adopted. The chapter will sponsor a dance."

Member: "Mr. Chairman, I call for a division of the assembly."

Chair: "A division has been called for. This motion does not require a second, is not debatable, not amendable, and requires no vote. We will proceed to take a rising vote on the main motion. As many as are in favor of sponsoring a dance will rise --- Be seated. As many as are opposed will rise --- Be seated. The affirmative has the majority. The chapter will sponsor a dance."

Methods of Voting are motions used to specify a manner of voting on a motion by a method other than by voice vote or by a division of the assembly (239).

Requires a second.
Not debatable.
Amendable.
Requires a majority vote (240).

Is in order from the time that a motion is about to be voted on until another motion has been stated by the chair (239).

Other methods of voting besides voice vote, show of hands, or rising vote, include roll call vote and ballot vote (240). Ballot vote cannot be demonstrated in a contest.

Example:

(just before or after vote is taken on main motion)

Member: "Mr. Chairman, (recognized) I move that the vote be taken by roll call."

Member: "I second the motion."

Chair: "It has been moved and seconded that the vote be taken by roll call. This motion is not debatable, is amendable, and requires a majority vote. If there are no amendments, we will proceed to vote. (pause) Those in favor of a roll call vote say 'aye' --- those opposed to taking a roll call vote say, 'no' ---. The 'ayes' have it, motion carried. The vote will be taken by roll call. The vote is on the motion that the chapter sponsor a dance. As many as are in favor of the motion will answer 'aye' when their name is called. Those opposed will answer 'no'. The secretary will call the roll."

Secretary: "Don."

Don: "Aye"

Secretary: "Tom."

Tom: "Abstain"

Secretary: "Dale."

Dale: "No"

Secretary: "Mary."

Mary: "No"

Secretary: "Paul." (himself) "Aye"

Secretary: "Joe."

Joe (Chairman): "Aye"

Secretary: "Mr. Chairman, the results of the vote are as follows: Three affirmative, two negative, one abstain."

Chair: "The motion is adopted by a vote of three affirmative and two negative. The chapter will sponsor a dance."

(The Secretary's minutes should include each member's vote.)
(This example has a few minor modifications of the methods in RONR to adapt to the contest situation (353-355).)

Nominations. A variety of motions can be made relating to nominations and elections. When the method of making nominations has not been determined, it is in order to move the method of nominations.

Method of nominations are:

by the chair
from the floor
by a committee
by ballot
by mail (359)

To move method of nominations requires a majority vote (242), but this will not be an ability in a contest.

In a contest, you may be asked to demonstrate the ability to make nominations from the floor. A nomination requires:

No second.
Debatable (but seldom debated, not necessary to debate in contest).
Not amendable.
No vote (21, tinted pages).

Nominations can be made before or during an election proceedings (362). For contest purposes, consider the election to take place sometime in the future and the chapter is only getting nominations at this meeting.
Example: (363)

Chair: "Nominations are now open for Chairman of the Recreation Committee."
Member: (without recognition) "I nominate Don."
Chair: "Don has been nominated."
Member: (without recognition) "I nominate Mary."

Chair: "Mary has been nominated. (pause) Are there any further nominations? Hearing no further nominations, nominations are closed. The election will be held at our next meeting."

A formal motion to close nominations is not necessary and is generally not used. The reason is that the motion to close the nominations is out of order if any member still wishes to nominate someone. If no one wishes to make further nominations, then the motion serves no useful purpose. So, it is more appropriate to let the Chair close nominations. If it is desired to reopen nominations, this can be done by a majority vote.

Parliamentary Inquiry is the motion that is used to obtain parliamentary information. It is a question directed to the chairman to obtain information concerning parliamentary procedure or other rules governing the organization (245).

No second required.
Not debatable.
Not amendable.
No vote required. The chair gives his opinion (244).

It is in order anytime a member has a question about a parliamentary situation (244).

Example:

(during discussion of the main motion)

Member: "Mr. Chairman, I rise to a parliamentary inquiry."

Chair: "The member will state his inquiry."

Member: "Is it in order to object to consideration of the question?"

Chair: "No. It is too late to object to consideration of the question because discussion has begun on the main motion. A parliamentary inquiry does

not need a second, it not debatable, not amendable, and requires no vote. Is there any further discussion on the motion that the chapter sponsor a dance?"

(discussion and vote on main motion)

Point of Information is the motion that is used to enable a member to obtain information concerning the business being discussed. It is directed to the chair, or else through the chair to another member. It is a request concerning the business at hand and does not relate to parliamentary procedure (245).

No second required.
Not debatable.
Not amendable.
No vote required -- the chair answers the question or directs the question to the appropriate member (244). It is in order at any time a member wishes a question to be answered (244).

Example:

(during discussion of motion to sponsor a dance)

Member: "Mr. Chairman, I rise to a point of information."

Chair: "The member will state his point."

Member: "Could the maker of the motion please give us an estimate of how much the band will cost?"

Chair: "A point of information does not need a second, is not debatable, not amendable, and requires no vote. Could the maker of the motion please give us an estimate as to how much the band will cost?"

Member: (maker of the motion) "There are a number of bands available for $200, and we intend to select a band at this cost."

Chair: "Is there any further discussion?"

(discussion and vote on main motion)

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

Take from the Table is the motion that is used to bring a motion back that was laid on the table, so the assembly can consider it further (252).

Requires a second.
Not debatable.
Not amendable.
Requires a majority vote (253).

Is in order only when no motion is pending (252).

When a motion is laid on the table, it must be taken from the table at that same session (and in organizations that meet at least quarterly) or at the following session. If the motion is not taken from the table within these time limits, it dies, but can be brought up again as a new motion (252).

When a motion is taken from the table, consideration continues at the point where halted when it was laid on the table with all adhering motions pending (there are some exceptions) (255).

Example:

(no business is pending)

Member: "Mr. Chairman, (recognized) I move to take from the table the motion that the chapter sponsor a dance."

Member: "I second that motion."

Chair: "It has been moved and seconded to take from the table the motion that the chapter sponsor a dance. This is not debatable, not amendable, and requires a majority vote. Those in favor of taking this motion from the table say, 'aye' --- those opposed say, 'no' ---. The 'ayes' have it, motion carried. The motion that the chapter sponsor a dance has been taken from the table. Is there any discussion on this motion?"

(discussion and vote on main motion)

Reconsider is a motion that enables a majority of the assembly to bring back for further consideration a motion which has already been voted on (265).

The motion to Reconsider can only be made by a member who voted on the prevailing side (the side that won the vote) (265).

Possible reasons for reconsidering a motion include: acting hastily when the motion was first considered, new information has become available, or the situation has changed since the vote was taken (263).

Requires a second.
Debatable if the motion being reconsidered is debatable (so when reconsidering a main motion, the motion to reconsider is debatable also).
Not amendable.
Requires a majority vote (269-270).

Can only be made when no other motion is pending (267).

Example:

(while no business is pending)

Member: "Mr. Chairman, (recognized) I move to reconsider the motion that the chapter sponsor a dance. I voted on the prevailing side when we voted on this yesterday."

Member: "I second the motion."

Chair: "It has been moved and seconded to reconsider the vote on the motion that our chapter sponsor a dance. This is debatable, is not amendable, and requires a majority vote. Is there any discussion?"

(discussion on motion to reconsider)

Chair: "All those in favor of reconsidering the motion that the chapter sponsor a dance say, 'aye' --- those opposed say 'no' ---. The 'ayes' have it,

the motion to reconsider is adopted. Is there any discussion on the motion to sponsor a dance?"

(discussion on motion to sponsor a dance)

(Chair takes vote on motion to sponsor a dance)

Rescind and Amend Something Previously Adopted are motions used to change an action previously taken. Rescind is a motion, by which a motion that had been adopted, can be canceled or annulled. The effect of the motion to rescind is to strike out the entire main motion that had been adopted. Amend something previously adopted is a motion to change only a part of an adopted main motion (256).

Requires a second.
Debatable.
Amendable.
Majority vote if previous notice was given.
Two-thirds vote if previous notice was not given, or a majority vote of the entire membership (whichever is the most practical to obtain) (257-258).

These motions are in order only when no business is pending. It can be applied to any main motion that has been adopted that can no longer be reached by using the motion to reconsider (later than the day or day following the initial vote on the motion). An assembly cannot change action that has already been carried out and cannot be undone (ie by signing a contract, etc.) (256-257).

It can be moved by any member regardless of how he voted on the original main motion (258).

Previous notice is an announcement that a particular motion be introduced at the next meeting. Previous notice can be announced at the preceding meeting or it can be included in the "call" of the meeting (a written notice of the meeting time and place, sent out to all members before a meeting) (100).

Where a simple majority vote means more than half of the members present and voting, majority of the entire membership means that more than half of the entire membership must be in favor of the motion for the motion to be adopted (342). (While it is intended that the assembly will use the voting process

easiest to obtain when previous notice is not given (two-thirds vote or majority of the entire membership), the latter should not be used in a contest demonstration.)

Example: Rescind.

(while no business is pending)

Member: "Mr. Chairman, (recognized) I move to rescind the motion that our chapter sponsor a dance. Previous notice was not given."

Member: "Second."

Chair: "It has been moved and seconded to rescind the motion that our chapter sponsor a dance. This motion is debatable, amendable, and, because previous notice was not given, requires a two-thirds vote. This is now open for discussion."

(discussion on the motion to rescind)

Chair: "The question before us is whether to rescind the motion that our chapter sponsor a dance. As many as are in favor will rise --- Be seated. As many as are opposed will rise --- Be seated. There are two-thirds in the affirmative. The motion to sponsor a dance has been rescinded."

Example: Amend Something Previously Adopted.

(while no business is pending)

Member: "Mr. Chairman, (recognized) I move to amend the adopted motion that our chapter sponsor a dance, by adding the words, "with the FHA"."

Member: "I second the motion."

Chair: "It has been moved and seconded to amend the adopted motion that our chapter sponsor a dance, by adding the words, "with the FHA". This motion is debatable, amendable, and, because previous notice was given, requires a majority vote. Is there any discussion?"

(discussion)

Chair: "Those in favor of amending the adopted motion that our chapter sponsor a dance, by adding the words, "with the FHA", signify by saying, 'aye' --- those opposed say, 'no' ---. The 'ayes' have it and the adopted motion has been amended to read 'the chapter sponsor a dance with the FHA'." (ability is completed)

The requirements to rescind or amend provisions in the bylaws are different than other adopted motions. The bylaws should include provisions as to the requirements necessary for their amending. If no provisions for amending are in the bylaws, a motion to rescind or amend applied to the bylaws requires previous notice and a two-thirds vote, or a majority of the entire membership (258).

PARLIAMENTARY TERMS

adhere	- attached to.
adjourned meeting	- a meeting that is a legal continuation of a previous meeting, the meetings making up one session.
adopt	- accept or agree to.
agenda	- an outline of the order of business which is to come before the group that session.
*assembly	- the members of a society that have assembled for the transaction of business.
ballot	- a secret vote, written on a slip of paper.
bylaws	- fundamental rules or laws of an organization (also used to include constitution).
*committee	- a group of members selected for specific duties.
*dilatory motion	- a frivolous or absurd motion used to delay action.
*ex officio	- by virtue of office (the president may be an ex officio member of certain committees).
*general consent	- consent without a single objection (also called unanimous consent).
germane	- closely related to or having a direct bearing on the pending question.
indecorum	- improper conduct or behavior.
main motion	- a motion that brings business before the assembly.
majority	- more than half.
majority vote	- more than half of the votes cast.
meeting	- a single official gathering to transact business.
*member	- an individual having the right to full participation in meetings (right to make motions, debate, and vote).
minutes	- the written report of the proceedings of a meeting.
motion	- a formal proposal that certain action be taken.
*new business	- matters presented to the assembly for consideration that had not been carried over from previous meetings.
parliamentary procedure	- rules used by an organization to conduct its meetings.
*pending question	- a motion that has been stated by the chair and is under consideration by the assembly.
plurality vote	- largest number of votes given to any of the choices when three or more choices are possible.

precedence - order of priority of motions.

prevailing side - the winning side after a vote.

previous notice - announcement that a particular motion will be introduced at the next meeting.

*pro tem - temporary, for the time being.

*putting the question - placing the motion before the assembly for a vote.

*question - a motion.

quorum - the minimum number of members that must be present at a meeting for business to be legally transacted.

roll call vote - a vote taken by calling out the names of the members for the purpose of recording how each member votes.

rules of order - rules that relate to parliamentary procedure.

session - a meeting or series of connected meetings devoted to a single order of business.

special committee - a committee formed to perform a special function and will dissolve upon completion of its task (also called ad hoc committee).

standing committee - permanent committee that performs continuing functions.

standing rules - rules that relate to details of administration rather than relating to parliamentary procedure.

*unfinished business - business carried over from the previous meeting.

*vote - an expression of opinion or choice, either positive or negative made by a member or group of members.

*yield - concede to, give way to.

*the glossary is the only place that this term is defined in this manual.